

Message Text

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ORIGIN ARA-14

INFO OCT-01 ISO-00 SCA-01 SIG-02 MMO-04 (ISO) R

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SCA:SHORSEY
ARA/MGT/FM:S. MURPHY

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R 020207Z JUL 77

FM SECSTATE WASHDC

TO AMEMBASSY KINGSTON

AMEMBASSY PORT AU PRINCE

INFO ALL AMERICAN REPUBLIC DIPLOMATIC POSTS

AMCONSUL RIO DE JANEIRO

AMCONSUL SAO PAULO

AMCONSUL BARRANQUILLA

AMCONSUL CALI

AMCONSUL GUAYAQUIL

AMCONSUL CIUDAD JUAREZ

AMCONSUL GUADALJARA

AMCONSUL MONTERREY

AMCONSUL TIJUANA

AMEMBASSY PARAMARIBO

USCINCSO

UNCLAS STATE 154539

E.O. 11652: N/A

TAGS: CGEN

SUBJECT: VISIT OF CONSULAR ASSISTANCE TEAM

1. THE CONSULAR ASSISTANCE TEAM (CAT) WAS CREATED TO PROVIDE IMMEDIATE, COMPREHENSIVE, AND EXPERT ASSISTANCE TO CONSULAR SECTIONS IN THE BUREAU OF INTER-AMERICAN AFFAIRS.

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2. THEIR CONCERN IS NOT TO EVALUATE BUT TO GUIDE THE POST CONSULAR STAFF THROUGH A SELF-ASSESSMENT OF OPERATIONS, ACTIVITIES, AND FACILITIES.

3. IN ADDITION, THE TEAM STUDIES THE EXTENT TO WHICH TECHNOLOGY CAN BE ADOPTED TO CONSULAR NEEDS; INSURES THAT THERE

IS OPTIMAL ALLOCATION OF OFFICER AND LOCAL STAFFS AND SEEKS
ADDITIONAL TOOLS TO COMBAT VISA FRAUD.

4. THE TEAM WORKS CLOSELY WITH THE CONSULAR AND ADMINI-
STRATIVE SECTION SUPERVISORS, AND THEIR STAFFS. HOWEVER,
IT IS ESSENTIAL TO THE SUCCESS OF THIS EFFORT THAT IT HAVE
THE FULL SUPPORT OF THE CHIEF OF MISSION AND OTHER SENIOR
OFFICERS AT POST.

5. THE C.A.T. TEAM HAS VISITED PORT OF SPAIN AND CARACAS
WITH IMPRESSIVE RESULTS. THE NEXT TEAM PROPOSES TO VISIT

KINGSTON AND PORT OF PRINCE WITH EQUAL ANTICIPATION FOR
SUCCESS. IT IS RECOGNIZED THAT THESE VISITS WILL
COINCIDE WITH ONE OF THE CONSULAR SECTIONS BUSIEST
SEASONS, BUT IT IS FELT THAT THIS IS NECESSARY IF THE
FULL BENEFIT OF THE VISIT IS TO BE UTILIZED.

6. IN PREPARATION FOR ITS VISIT TO POSTS, THE CAT WILL
CONSULT WITH NUMEROUS OFFICES IN THE DEPARTMENT. TO
ASSIST THE TEAM IN ITS PREPARATIONS, KINGSTON AND PORT
OF PRINCE ARE REQUESTED TO SEND TWO PHOTOGRAPHS TO SCA,
ATTENTION: SARAH HORSEY OF EACH OF THE FOLLOWING:

A. EXTERIOR: (PLEASE NUMBER PHOTOS)

1. SITE LOCATION
 2. GATES, ENTRANCES
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3. GROUNDS
 4. ENTRY/EXIT WAYS
 5. STAIRS OR RAMPS
 6. UNIT AREAS
- B. INTERIOR:

1. OFFICES - ALL OFFICES, WORK AREAS, DOORS, DESKS,
CHAIRS, LIGHTING, CEILING WALLS, FURNISHINGS, DESK-
TOP, EQUIP (TYPEWRITERS)
2. IV DOCUMENT CHECKERS AREA
IV PREPARATION WORK AREA LIGHTING
FLOOR, WALL, CEILING, WORK TABLE
3. FILE ROOMS - (SAME AS OFFICE AND IV SEC)
4. N.IV SECTION - (SAME AS OFFICES AND IV SEC - INCLUDE
ADDITIONAL PHOTOGRAPHS OF INTERVIEW AREA, VISA STAMPING,
WORK TABLE, SPECIAL EQUIPMENT, MICROFICHE, TRAVEL AGENTS
MAILBOXES AND A.V.L.O.S. (AUTOMATED VISA LOOKOUT SYSTEM)
5. CASHIER (BOOTH OR AREA) SPACE
6. PHOTOGRAPHS FROM SEVERAL ANGLES OF LINES OR SEATED
WAITING AREAS WITH GENERAL PUBLIC INCLUDED IN THE PIC-
TURES.

7. ALSO PLEASE PROVIDE SCA AN ORGANIZATIONAL CHART AND

STAFFING PATTERN, OF THE CONSULAR SECTION AND A ROUGH
DIAGRAM OF THE CONSULAR SECTION FLOOR SPACE WITH APPROX-
MATE ROOM SIZE.

POSTS WILL BE NOTIFIED OF CONSULAR ASSISTANCE TEAM'S EX-
ACT ITINERARY AND WILL BE REQUESTED TO ARRANGE HOTEL RE-
SERVATIONS IN THE NEAR FUTURE. DATES OF TEAM TRAVEL ARE
AS FOLLOWS:

(ARRIVE) KINGSTON JULY 24TH, BEGIN VISIT TO CONSULAR SEC-
TION JULY 25TH.

(ARRIVE) PORT-AU-PRINCE JULY 31ST, BEGIN VISIT TO CON-
SULAR SECTION AUGUST 1. CHRISTOPHER

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Message Attributes

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TAGS: CGEN
To: KINGSTON PORT AU PRINCE
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